



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380

MCO 12920.1A
MPC-34
2 Oct 1985

MARINE CORPS ORDER 12920.1A

From: Commandant of the Marine Corps
To: Distribution List

Subj: Marine Corps Civilian Executive Resources Board (MCCERB)
for Senior Executive Service (SES)

Ref: (a) SECNAVINST 12920.1A
(b) OPNAVINST 12920.2

1. Purpose. To set up and provide tasking for the MCCERB as the oversight authority for SES matters.

2. Cancellation. MCO 12920.1.

3. Information. The SES was set up by Title IV of the Civil Service Reform Act of 1978. The SES in the Marine Corps is an integral element of the Department of the Navy (DON) SES system. The DON SES system has been approved by the Office of Personnel Management and is governed by reference (a). The system has recently been updated, and changes were made that affect the responsibilities delegated to the CMC in the management of SES resources. The MCCERB is set up to review and make recommendations to the CMC and the various Headquarters staff agencies on SES program planning and management.

4. Policy. It is our policy that the management of the SES shall be responsive to the needs, policies, and goals of the Department of Defense, the DON, and the Marine Corps. Our aim is to have quality personnel in the key civilian executive positions that give significant insight, innovation, and dedication to the achievement of the Marine Corps mission.

*5. Membership. The MCCERB will be chaired by the Assistant Commandant of the Marine Corps. The board membership will consist of the Chief of Staff (CMC(CS)) and the principal heads of the major Marine Corps organizations that sponsor SES positions. The Marine Corps Deputy Equal Employment Opportunity Officer will serve as the EEO advisor. The chairperson will appoint the executive secretary and technical advisors as desired.

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6. Responsibilities

a. The MCCERB will do the following for the CMC:

(1) Preside over the position management and merit staffing processes for civilian executive spaces in the Marine Corps.

(a) Review and approve recruitment plans for civilian executive positions.

(b) Approve the membership of Ad Hoc Executive Resources Boards (AERB's). Make sure that at least one member of the MCCERB is on the AERB for rating and ranking SES applicants.

(c) Approve qualification requirements for executive personnel recruitment and, through the AERB's, approve the technical qualifications of proposed selectees.

(2) Make sure the Marine Corps complies with the requirements of reference (a).

(3) Make sure that an executive development program is established and used to meet the Marine Corps civilian executive requirements.

(4) Review and evaluate individual development plans for SES members, and make recommendations on sabbaticals.

(5) Review, confirm, and recommend SES members for awards other than SECNAV bonuses or meritorious/distinguished rank awards.

(6) Preside over reduction-in-force actions impacting upon SES spaces.

(7) Review and make recommendations on appeals and grievances brought by SES members.

(8) Review and recommend actions on details of SES members for over 180 days.

(9) Act on such issues that may be brought before the board by its chairperson and are clearly within the general management scope of the SES program.

(10) Do such other tasks related to civilian executive requirements and administration as may be directed by the CMC.

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b. The Deputy Chief of Staff for Manpower (CMC(MP)) will support the MCCERB and the SES program by:

(1) Assisting Headquarters staff agencies in the establishment, recruitment, and training aspects of the SES program.

(2) Administratively supporting the board's considerations by preparing, researching, briefing, and retaining needed documentation on SES issues.

(3) Monitoring the SES program and bringing such matters as are appropriate to the attention of the board.

(4) Coordinating training needs with SES members, their supervisors, and the Director of Headquarters Support (CMC(HQSG-3)).

(5) Administering the performance appraisal and EEO processes.


(6) Giving responses to external inquiries about SES issues.

c. The Director of Headquarters Support (CMC(HQS)) will give whatever help is needed by the board and the CMC (MP) in maintaining recruitment, staffing, and training documentation.

7. SES Requirements. Requests for new SES positions will be given to the CMC (MP). Any requirements will be confirmed in the same manner as other new billet requests, reviewed by the MCCERB and, if approved by the CMC, entered into the DON system allocation cycle at the next opportunity. Recruitment for new billets will not begin until SECNAV approval has been granted per references (a) and (b).

8. Action. This board will be effective immediately.

9. Asterisk. Significant revision contained in this Order is denoted by an asterisk (*) symbol.


J. K. DAVIS
Assistant Commandant of
the Marine Corps

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